TYPING

A R T Y P I N G

Second Edition

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C O N T E N T S

BORDER DESIGNS

Uses. Border designs, comprising one of the simplest yet one of the most fascinating divisions of artistic typewriting, have a variety of uses. Among the most frequent and appropriate ones are the following:

1. Cover pages for manuscripts, essays, themes, booklets
2. Practically all types of greeting cards
3. Personal and business stationery
4. Programs
5. Menus
6. Stamp album pages
7. Bulletin board notices
8. Landscapes
9. Portraits
10. Silhouettes

Construction. While mainly the capital "X" was used in the construction of the border designs shown on the following pages, almost any symmetrical letter or character found on the typewriter keyboard may be used, either singly or in combination. Sometimes a very pleasing and unusual effect may be obtained by striking over one or more letters or characters over certain parts of the original border design. In the example on the following page, the first border design was constructed by the use of the capital "X" only. The second border design, however, while originally made with the capital "X," was typed over in parts with the capital "M."

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX                                   XXX
XXX                                   XXX
XXX                                   XXX
```

```
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
MXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXM
MXMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMXM
MXM                                   MXM
MXM                                   MXM
MXM                                   MXM
```

Usually the most simple border designs are the most effective. Sometimes, however, in order to focus attention on something contained within the border design, it is necessary to make it a little more elaborate. Some of the typewriter characters which may be used effectively for borders are: e, l, m, o, s, v, w, z, A, E, H, I, M, N, O, S, T, V, W, and $.

Incidentally, <u>any of the border designs shown on this page and the following pages may be adapted to an 8-1/2 x 11 sheet of paper</u> by merely elongating the horizontal part of the design by typing in more letters or characters. For example, in the two designs at the top of the page merely type 65 "X's" (instead of the 41 "X's" shown above) on pica-type machines and 78 "X's" on elite-type machines. In both cases you will have one-inch side margins.

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X                                             X
X   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      X
X   X                                   X  X
X   X                                   X  X


XXXX    XXXX    XXXX    XXXX    XXXX    XXXX    XXXX
XXXX    XXXX    XXXX    XXXX    XXXX    XXXX    XXXX
XXXX    XXXX    XXXX    XXXX    XXXX    XXXX    XXXX

XXXX                                           XXXX
XXXX                                           XXXX
XXXX                                           XXXX


XXXX    XXXX    XXXX    XXXX    XXXX    XXXX    XXXX
X  X    X  X    X  X    X  X    X  X    X  X    X  X
XXXX    XXXX    XXXX    XXXX    XXXX    XXXX    XXXX

XXXX                                           XXXX
X  X                                           X  X
XXXX                                           XXXX



 X X X X X X X X X X X X X X X X X X X X X
X X X X X X X X X X X X X X X X X X X X X X X
 X X X X X X X X X X X X X X X X X X X X X
X X X                                   X X X
 X X                                     X X
X X X                                   X X X
```

The three full-page border designs
shown on the following pages may all be
adapted to 8-1/2 x 11 paper.

5
```

```
                              XXXXXX
     XXXXX              XXXX             XXXX              XXXXX
     X     X     XXXXX                          XXXXX     X     X
     X     X     X                              X     X   X
     XXXXXXXXXX                                 XXXXXXXXXX
          X     X   X                                X   X   X
          X     XXX                                  XXX   X
          X                                                X
          X                                                X
          XXXXX                                        XXXXX
          X   X   X                                    X   X   X
          X   X   X                                    X   X   X
          XXXX    X                                    X   XXXX
                  X                                    X
          XXXXXX                                       XXXXXX
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
     X                                                          X
          XXXXXX                                       XXXXXX
               X                                       X
          XXXX X                                       X XXXX
          X   X   X                                    X   X   X
          X   X   X                                    X   X   X
          XXXXXX                                       XXXXXX
               X                                            X
               X                                            X
               X     XXX                           XXX      X
               X     X   X                         X   X    X
          XXXXXXXXXX                               XXXXXXXXXX
          X   X   X                                    X   X   X
          X   X   XXXXX                         XXXXX  X   X
          XXXXX              XXXX             XXXX              XXXXX
                              XXXXXX
```

7

```
XXXXX XXXXXX XXXXX        XXXXX XXXXXX XXXXX
XXXXX XXXXX XXXXX          XXXXX XXXXX XXXXX
XXXX XXXXXX XXXXX          XXXXX XXXXXX XXXX
XXX XXXXXX XXXXX           XXXXX XXXXXX XXX
XX XXXXXX XXXXX            XXXXX XXXXXX XX
X XXXXXX XXXXX             XXXXX XXXXXX X
 XXXXXX XXXXX               XXXXX XXXXXX
XXXXXX XXXXX                XXXXX XXXXXX
XXXXX XXXXX                 XXXXX XXXXX
XXXX XXXXX                  XXXXX XXXX
XXX XXXXX                   XXXXX XXX
XX XXXXX                    XXXXX XX
X XXXXX                      XXXXX X
 XXXXX                       XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
XXXXX                         XXXXX
 XXXXX                         XXXXX
X XXXXX                      XXXXX X
XX XXXXX                     XXXXX XX
XXX XXXXX                    XXXXX XXX
XXXX XXXXX                   XXXXX XXXX
XXXXX XXXXX                  XXXXX XXXXX
XXXXXX XXXXX                 XXXXX XXXXXX
 XXXXXX XXXXX               XXXXX XXXXXX
X XXXXXX XXXXX             XXXXX XXXXXX X
XX XXXXXX XXXXX            XXXXX XXXXXX XX
XXX XXXXXX XXXXX           XXXXX XXXXXX XXX
XXXX XXXXXX XXXXX          XXXXX XXXXXX XXXX
XXXXX XXXXXX XXXXX         XXXXX XXXXXX XXXXX
XXXXXX XXXXXX XXXXX        XXXXX XXXXXX XXXXXX
```

COVER DESIGNS

Uses. The basic difference between a full-page border design and a cover design is the fact that the cover design is usually much more elaborate. For this reason, art-typed cover designs should be used in instances where the number of copies to be used is sufficiently large enough to warrant the extra work. Here are some suggested uses; it would make little or no difference if duplication is by mimeograph, offset, or photoengraving:

1. Yearbooks
2. Magazines
3. Newspapers
4. Programs of four or more pages, the first page of which is used for the cover only
5. Menus (with the same restriction as for programs)
6. Student handbooks or teacher handbooks
7. Pamphlets of various kinds

Construction. The same principles described on Pages 3 and 4 for constructing border designs would apply here. If the cover is to be mimeographed, the type should be cleaned and, if necessary, the stencil should be carefully cleaned and preserved for possible future use.

The design on Page 10 shows dark lettering against a white background; on Page 11, white lettering against a dark background; on Page 12, dark lettering against a light background.

STUDENT
HANDBOOK

EASTER

<u>Uses</u>. These comprise a highly interesting yet frequently unused phase of typewriter art. Oftentimes, by placing four identical ornaments (one in each of the corners) of a cover page, for example, it is not necessary to type a border around the sheet, thereby effecting some saving in time. The cover design shown on Page 16 was constructed in this manner. Sometimes a small ornament placed around or on two or four sides of an important word or phrase will call the reader's attention to it; ornaments are, therefore, also a means of emphasis in addition to their decorative value. They may be used to decorate the following:

1. Cover pages
2. Greeting cards
3. Personal and business
   stationery
4. Programs
5. Menus
6. Bulletin board notices (to
   attract attention)
7. Slogans, prayers, sayings,
   etc., that are to be framed
8. Bridge tally cards
9. In place of, or in conjunc-
   tion with, border designs

<u>Construction</u>. The capital or small letter "x," because of symmetry, can be ideally used for constructing ornaments; other symmetrical letters and characters, such as o, s, v, *, and $, can also be used. Ornaments may be made with as little as one stroke or by combining many hundreds of strokes. Many and unusual

types of ornaments may be constructed via
the typewriter but are practically impos-
sible of construction with pen and ink
because of the exactness of the horizontal
tal and vertical spacing possible on the
typewriter; also because the individual
strokes from which the ornament is con-
structed are absolutely identical. (The
best free-hand artist may vary individual
strokes if he draws enough.) As far as
graphic arts are concerned, the type-
writer is closest to being mathematically
precise。

```
   X          XXX         XX XX         XXXX         XXXX
 X X        X   X          X           X   X          XX
   X          XXX         XX XX         XXXX         XXXX


     X              XXX              X                 X
 XX X XX          X     X           XXX            XX XX
    XXX          X   X   X         XXXXX          XXXXXXX
 XX X XX          X     X           XXX            XX XX
     X              XXX              X                 X


  XXXXXX          X X X X X           XXXXXXX
 X      X         X   X   X           XXX   XXX
XXX XX XXX        XXX     XXX        XX  XXX  XX
 X      X         X   X   X           XXX   XXX
  XXXXXX          X X X X X           XXXXXXX


$$$:$$$          :::::::::          $$$$$
$$:::$$          ::$$$$$::          $::::::$
$:::::$          ::$$$$$::          $:::$$:::$
$:::::$          ::$$$$$::          $:::$$:::$
$$:::$$          ::$$$$$::          $::::::$
$$$:$$$          :::::::::          $$$$$
```

```
                    $
                   $$$
                  $$$$$
                 $$$$$$$
$$$$$$$$$$$$$$$$$$$$$$$$$$$$
 $$$$$$$$$$$$$$$$$$$$$$$$$$
  $$$$$$$$$$$$$$$$$$$$$$$$
   $$$$$$$$$$$$$$$$$$$$$
    $$$$$$$$$$$$$$$$$$$                    $
     $$$$$$$$$$$$$$$$$$$                  $   $
      $$$$$$$$$$$$$$$$$$                 $   $
       $$$$$$$$$$$$$$$$$$         $   $   $   $   $   $
        $$$$$$$$$$$$$$$$$$          $   $         $   $
         $$$$$$$$$$$$$$$$$$$          $             $
          $$$$$$$$$$$$$$$$$$$$      $   $         $   $
            $$$$$$$                $   $   $   $   $   $
             $$$$$                   $   $       $   $
              $$$                      $   $   $
               $
                                         $



                                             $
                                           $:$
                                         $:::$
                   $              $$$$$$$$$$$$$$$$$$$$$$$$$
                  $$$             $:::::$:::::::$:::::$
            $$$$$$$$$$$$$$$        $:::$:::::::::::$:::$
             $$$         $$$       $:$:::::::::::::::$:$
              $           $        $:::::::::::::::::::$
             $$$         $$$       $:$:::::::::::::::$:$
            $$$$$$$$$$$$$$$        $:::$:::::::::::$:::$
                 $$$               $:::::$:::::::$:::::$
                  $                $$$$$$$$$$$$$$$$$$$$$$$$$
                                         $:::$
                                          $:$
                                           $
```

```
$$$$$$$$$$$                    $$$$$$$$$$$
$$$$$$$$$$                      $$$$$$$$$$
$$$$$$$$$                        $$$$$$$$$
$$$$$$$$                          $$$$$$$$
$$$$$$$                            $$$$$$$
$$$$$$                              $$$$$$
$$$$$                                $$$$$
$$$$                                  $$$$
$$$                                    $$$
$$                                      $$
$                                        $
```

```
::::  ::::  ::::  ::::  ::::  ::::
:     :   : :  :: :  :: :  :: :  :
:     :   : :::: :::: :::: :::
:     :   : :    :    :  : :  :
::::  ::::  :    :     :::: :  :
```

```
$                                        $
$$                                      $$
$$$                                    $$$
$$$$                                  $$$$
$$$$$                                $$$$$
$$$$$$                              $$$$$$
$$$$$$$                            $$$$$$$
$$$$$$$$                          $$$$$$$$
$$$$$$$$$                        $$$$$$$$$
$$$$$$$$$$                      $$$$$$$$$$
$$$$$$$$$$$                    $$$$$$$$$$$
```

```
                        XXXXX
                        XXXXXXX
                        XXXXXXXXXX
                    XXXX        XXX
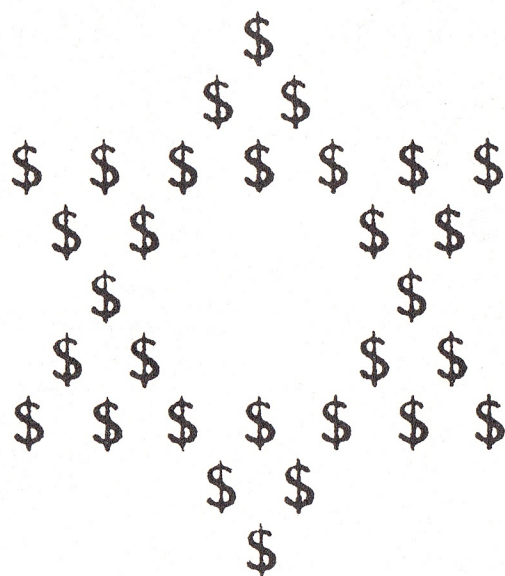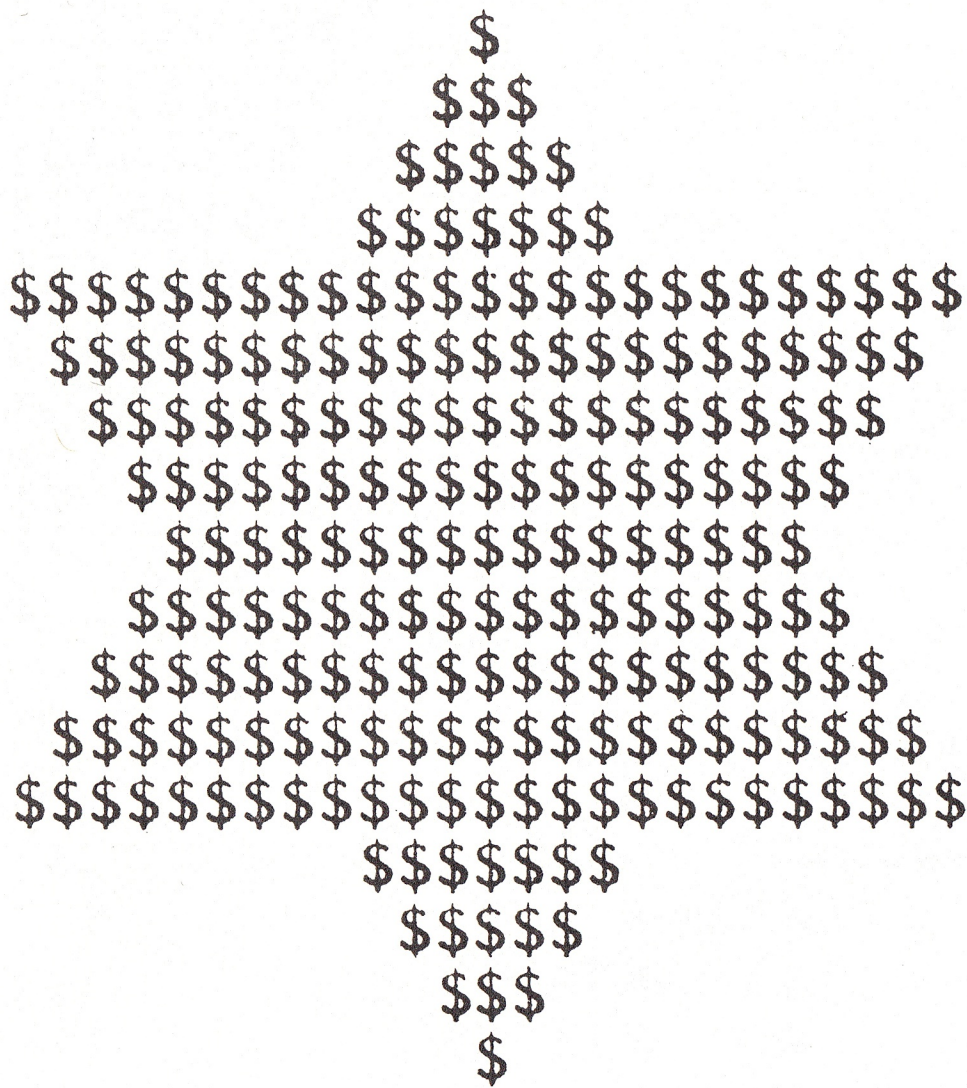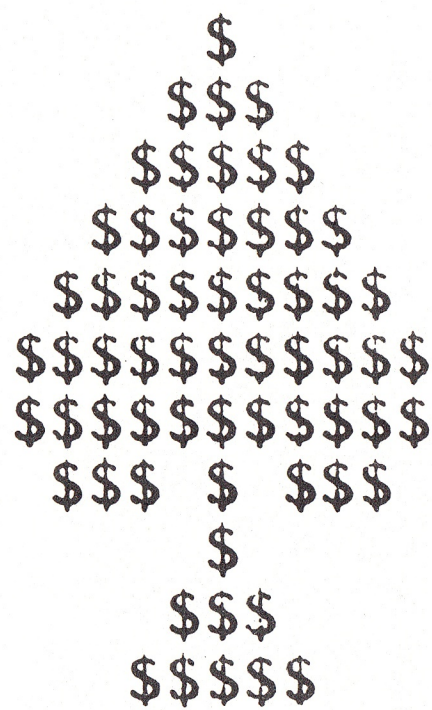                    XXX          XX
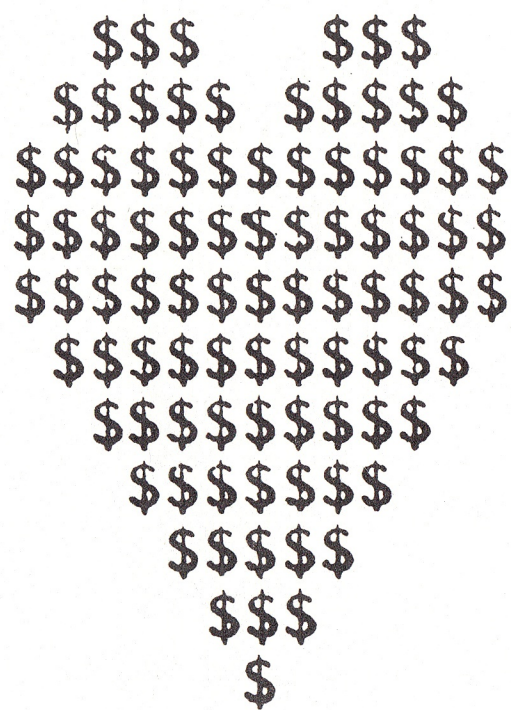                    XX           XX
                  XX               XX
                  XX               XXX
                  X      XXXX
                  XX  XXXXXX
                  XXXXXXXX
                XXXXXXXX
              XXXXXXXXX
            XXXXX      XX
            XXXX        XXXXXX
          XXX          XXXXXXXXXXXX
          XXX          XXXXXXXXXXXXXX
        XXX        XXXX  XX    XXXXXX
        XX          XXX  XX        XXXX
        XX          XX   XX          XXXX
          XX          XX   XX          XXXX
          XX              XX          XXX
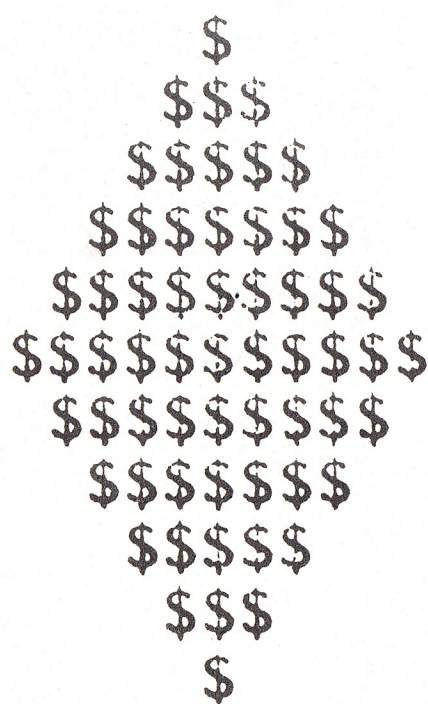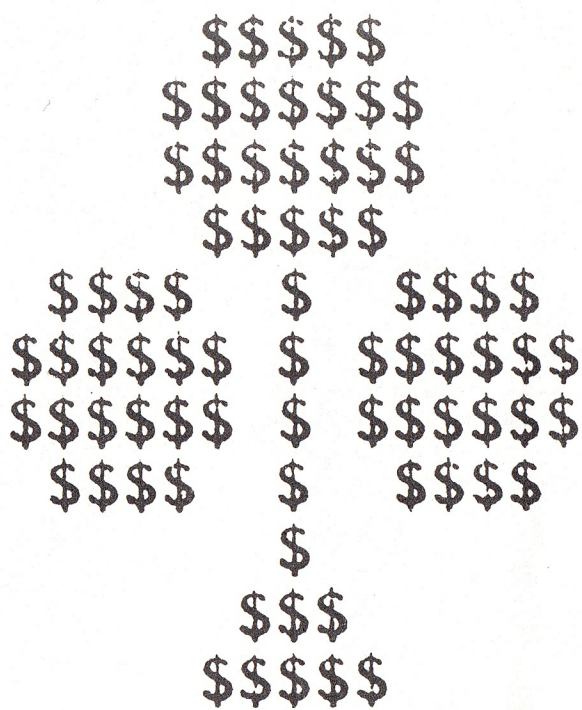            XX              XX          XXX
              XX            XX        XXXX
                XX          XX      XXXX
              XXXXXXXXXXXXXXXX
                            XX
                    XX    XX
                  XXXXXX  XX
                  XXXXX   XX
                    XX    XX
                    XXXX
```

```
        $$$$$                              $
       $$$$$$$                            $$$
       $$$$$$$                           $$$$$
        $$$$$                           $$$$$$$
   $$$$   $   $$$$                      $$$$$$$$$
  $$$$$$   $   $$$$$$                  $$$$$$$$$$$
  $$$$$$   $   $$$$$$                   $$$$$$$$$
   $$$$    $    $$$$                     $$$$$$$
            $                            $$$$$
           $$$                            $$$
          $$$$$                            $




   $$$    $$$                              $
  $$$$$  $$$$$                            $$$
 $$$$$$$$$$$$$                           $$$$$
 $$$$$$$$$$$$$                          $$$$$$$
  $$$$$$$$$$$                          $$$$$$$$$
   $$$$$$$$$                          $$$$$$$$$$$
    $$$$$$$                            $$$ $ $$$
     $$$$$                                 $
      $$$                                 $$$
       $                                 $$$$$
```

ALPHABETS

Uses. One of the most interesting and practical uses of typewriter art is that of lettering. Since there are so many uses for lettering, only the most important of these will be listed. Art-typed lettering has been used as follows:

1. Advertising
2. Circulars
3. Cover pages
4. Envelopes
5. Greeting cards
6. Letterheads
7. Needlework
8. Notices
9. Posters
10. Programs
11. Publications

In addition to illustrating most of these uses in this section (and, while doing so, using a variety of styles), a few brief suggestions for each use are indicated below and on the following two pages.

Advertising. Wide field, offering many possibilities. Will attract attention to much greater extent than ordinary print. Used by mail order firms and advertising agencies.

Circulars. Mimeographed, lithographed, or printed. Used by retailers as an advertising medium.

Cover Pages. Adds to salability of books by making their covers attractive. Used by authors and publishers.

Envelopes. Prepared in this manner, they are more likely to attract attention. Especially recommended by business-reply envelopes. Used by business firms and individuals.

Greeting Cards. Enhance all types of greeting cards - even where the illustration is not art-typed. Used by greeting card manufacturers and by those making up their own.

Letterheads. Unlimited originality possible in both business and personal letterheads. Offset and photoengraving may be used to change size where convenient or necessary. Used by business firms, professional men and women, and others.

Needlework. Letters are first worked out on typewriter and then used as pattern or guide. May be used for the sampler (cross-stitch) type or otherwise. Used by housewives, homeworkers, and hobbyists.

Notices. Used chiefly to attract attention. Used by schools, churches, social organizations, and some business firms.

Posters. May be typed on paper
and then pasted on cardboard.
If many are to be done, they
may be printed from plates.
Used by athletic organiza-
tions, schools, churches, and
business firms.

Programs. Makes a mimeographed
program look extremely attrac-
tive. Used by schools, social
clubs, dramatic societies,
and churches.

Publications. This would include
newspapers, magazines, and
booklets. May be used for the
name of the publication, head-
lines, or subheadings. Used
by schools, churches, and many
business firms (for their house
organs).

Construction. While the variety of
alphabets shown in this book are, for the
most part, constructed with the use of
either the capital "X" or the "$," this
by no means exhausts the possibilities.

This type of lettering has a number
of distinct advantages over that executed
by hand--whether by pen and ink or by
paint and brush. Because of the preci-
sion of the typewriter mechanism, greater
accuracy, neatness, and symmetry are pos-
sible. For example, if letters are to be
one-half inch wide and one inch high, all
the typewriter artist has to do is to
make all letters five characters wide
(six if elite type is used) and six
spaces vertically. Also, because the

typewriter ribbon is far less likely to
smear than ink or paint, greater neatness
is bound to be the result. Furthermore,
because the sizes of the strokes which
make up the letters do not vary, neater
and more symmetrical lettering results.

```
  $$$         $$$$        $$$$$       $$$$
 $   $       $    $       $           $   $
 $$$$$       $$$$         $           $    $
 $   $       $    $       $           $    $
 $   $       $$$$         $$$$$       $$$$

 $$$$$       $$$$$        $$$$$       $    $
 $           $            $           $    $
 $$$         $$$          $ $$$       $$$$$
 $           $            $   $       $    $
 $$$$$       $            $$$$$       $    $

  $$$             $       $   $       $
   $              $       $  $        $
   $              $       $$$         $
   $         $    $       $  $        $
  $$$         $$$$$       $   $       $$$$$

 $   $       $   $        $$$$$       $$$$$
 $$ $$       $$  $        $   $       $   $
 $ $ $       $ $ $        $   $       $$$$$
 $   $       $  $$        $   $       $
 $   $       $   $        $$$$$       $

 $$$$$       $$$$$        $$$$$       $$$$$
 $   $       $   $        $             $
 $   $       $$$$$        $$$$$         $
 $ $ $       $   $            $         $
 $$$$$       $   $        $$$$$         $
   $
```

```
   $     $        $     $        $     $        $     $
   $     $        $     $        $     $         $   $
   $     $        $     $        $  $  $          $
   $     $         $   $         $ $ $           $   $
   $$$$$            $             $   $         $     $


                   $     $        $$$$$
                    $   $             $
                     $               $
                     $              $
                     $           $$$$$
```

<u>Note raised effect when held at distance.</u>

```
        $                $                 $                 $
   $$$  $           $$$  $            $$$$$            $$$  $
   $    $           $    $            $                $    $
        $                $            $                     $
   $$$  $           $$$  $            $                $    $
   $    $           $    $            $                $    $
   $    $                $            $                     $
   $$  $$           $$$$$             $$$$$$           $$$$$


        $                $                 $             $     $
   $$$$$            $$$$$             $$$$$              $     $
   $                $                 $                 $     $
       $                $                 $    $        $     $
   $$$              $$$                $   $            $$$  $
   $                $                 $    $            $     $
       $            $                 $    $            $     $
   $$$$$$           $$                 $$$$$$           $$   $$
```

23

```
     $     $              $
     $     $      $$$$     $
     $     $                $
      $   $                 $
       $ $                 $
        $                $
        $             $
        $          $
       $$        $$$$$$
```

<u>This</u> <u>alphabet</u> <u>gives</u> <u>a</u> <u>stencil</u> <u>effect.</u>

```
        $             $$$$ $$$          $$ $$$
       $$$            $$$$ $$$$         $$$ $$$$
      $$$$$           $$$$ $$$$        $$$$ $$$$
     $$$$$$$          $$$$              $$$$
    $ $$$$$$$         $$$$ $$$$        $$$$ $$$$
   $$$ $$$$$$$        $$$$ $$$$        $$$$ $$$$
  $$$$$ $$$$$$$       $$$$ $$$$         $$$ $$$$
 $$$$$$$ $$$$$$$      $$$$ $$$           $$ $$$
```

```
 $$$$ $$            $$$$ $$$$         $$$$ $$$$
 $$$$ $$$           $$$$  $$$         $$$$  $$$
 $$$$ $$$$          $$$$ $  $         $$$$ $ $$
 $$$$ $$$$          $$$$ $$          $$$$ $$ $
 $$$$ $$$$          $$$$ $$          $$$$ $$$
 $$$$ $$$$          $$$$ $  $        $$$$ $$$$
 $$$$ $$$           $$$$  $$$        $$$$
 $$$$ $$            $$$$ $$$$        $$$$
```

```
  $$ $$$$        $$$$$$$$$$        $$$$ $$$$
 $$$$ $$$        $$ $$$$ $$        $$$$ $$$$
 $$$$$ $$        $  $$$$  $        $$$$ $$$$
  $$$$$ $           $$$$           $$$$ $$$$
 $ $$$$$            $$$$           $$$$ $$$$
 $$ $$$$$           $$$$           $$$$ $$$$
 $$$ $$$$           $$$$            $$$ $$$
 $$$$ $$            $$$$             $$ $$
```

```
$$$$$ $$$$$$$$$$      $$$ $$$ $$$$$$$$$$$$
 $$$$$ $$$$$$$        $$$ $$$ $$$$$$$$$$
  $$$$$ $$$$$         $$$ $$$ $$$$$$$
   $$$$$ $$$          $$$ $$$ $$$$$
    $$$$$ $           $$$ $$$ $$$
     $$$$$            $$$ $$$ $
      $$$             $$$ $$$
       $              $  $
```

```
$$$$$  $$$$$        $$$$$ $$$$$        $$$$$ $$$$$
 $$$$$  $$$          $$$$$ $$$         $$$$ $$$$$$
  $$$$$  $           $$$$$ $           $$$ $$$$$$
   $$$$$             $$$$             $$ $$$$$$ $
    $$$$$            $$$$            $ $$$$$$ $$
  $  $$$$$           $$$$            $$$$$$ $$$
 $$$  $$$$$          $$$$           $$$$$$ $$$$
$$$$$  $$$$$         $$$$           $$$$$ $$$$$
```

    The bold, outline type of alphabet
shown on the next three pages is easily
seen and is quite effective in attracting
attention.

27

```
  $$$$$$        $$$$$$$       $$$$$$$$
 $      $      $       $     $        $
 $  $$$$  $    $  $$$$  $     $  $$$$$$
 $  $  $  $    $  $  $  $     $
 $  $$$$  $    $  $$$$  $     $     $
 $            $  $$$$  $     $
 $  $$$$  $    $  $  $        $  $$$$$$
 $      $  $    $  $$$$  $     $        $
 $$$   $$$     $$$$$$$       $$$$$$$$


  $$$$$$$       $$$$$$$$      $$$$$$$$
 $      $      $        $     $        $
 $  $$$$  $     $  $$$$$$      $  $$$$$$
 $  $  $  $     $  $            $  $
 $  $  $  $     $  $$$$         $  $$$$
 $  $  $  $     $  $            $  $$$$
 $  $$$$  $     $  $$$$$$       $  $
 $      $       $        $     $  $
 $$$$$$$       $$$$$$$$      $$$


  $$$$$$$$      $$$    $$$         $$$
 $       $    $  $  $  $          $   $
 $  $$$$$$     $  $  $  $           $   $
 $  $          $  $  $  $            $   $
 $  $  $$$$     $  $$$$  $            $   $
 $  $  $  $     $          $          $   $
 $  $  $$  $    $  $$$$  $             $   $
 $  $    $  $    $  $  $  $            $   $
 $        $     $  $    $  $          $   $
 $$$$$$$$$      $$$    $$$          $$$
```

(Hold at distance of 6 feet or more to
get the proper effect of this style.)

```
$$$$$$$$$$$$      $$$$$$$$$$$$      $$$$$$$$$$$$
$$$        $$$    $$        $$$    $$        $$
$$  $$$$$  $$     $$  $$$$$  $$     $$  $$$$$$$$
$$         $$     $$         $$$   $$  $$$$$$$$
$$  $$$$$  $$     $$  $$$$$  $$     $$  $$$$$$$$
$$  $$$$$  $$     $$         $$$   $$        $$
$$$$$$$$$$$$$     $$$$$$$$$$$$$     $$$$$$$$$$$$$
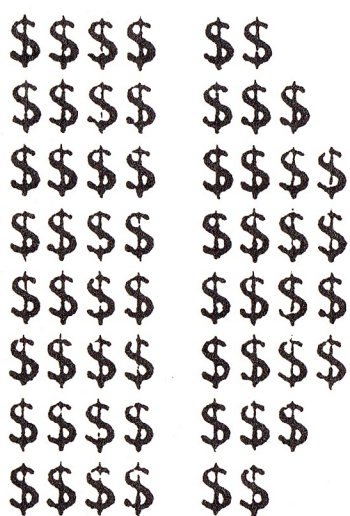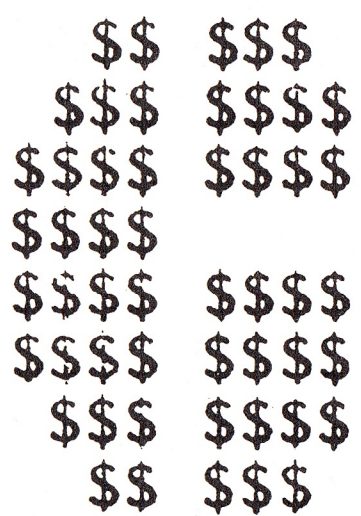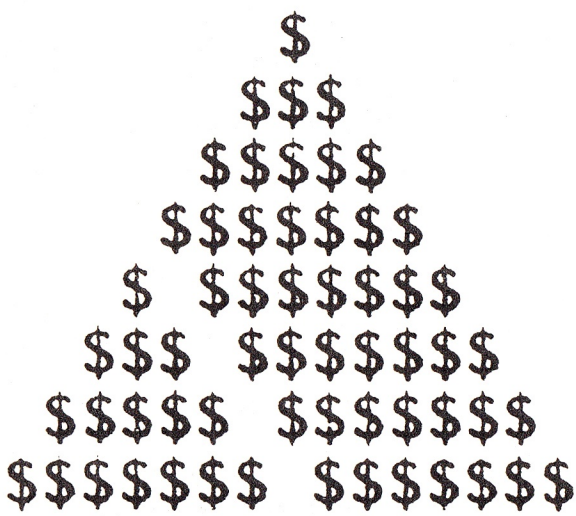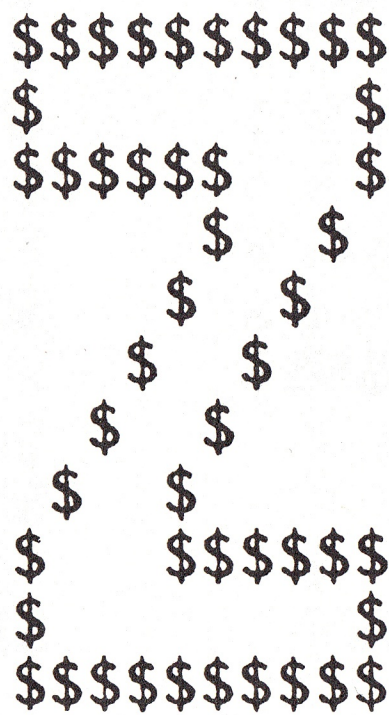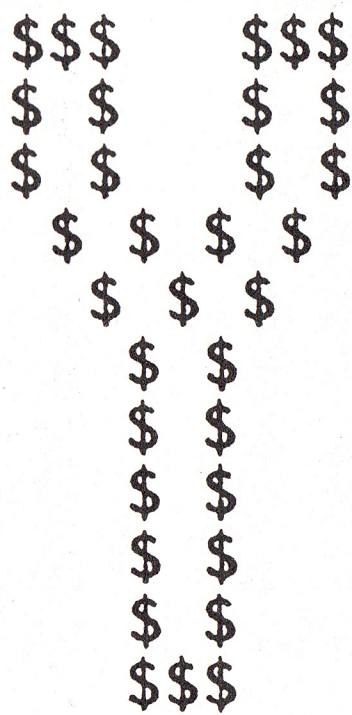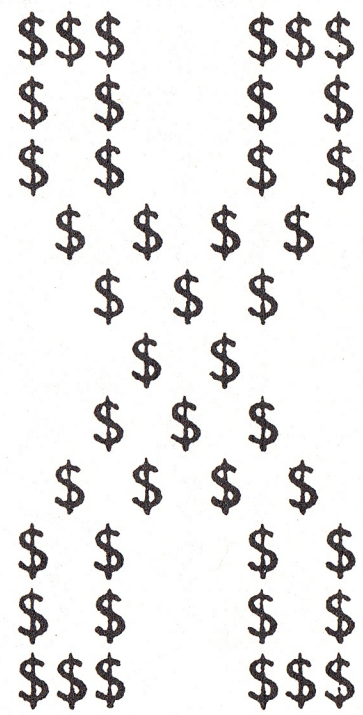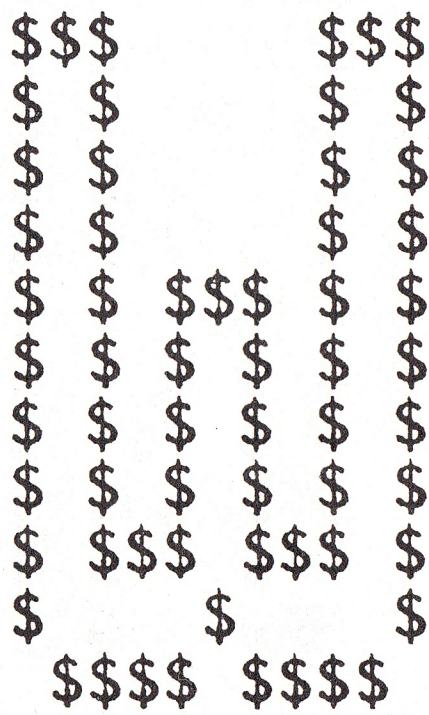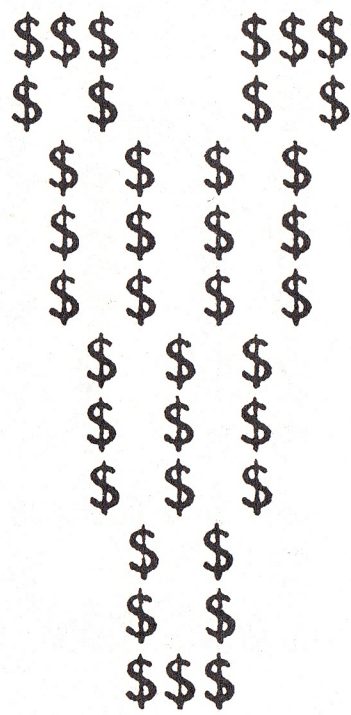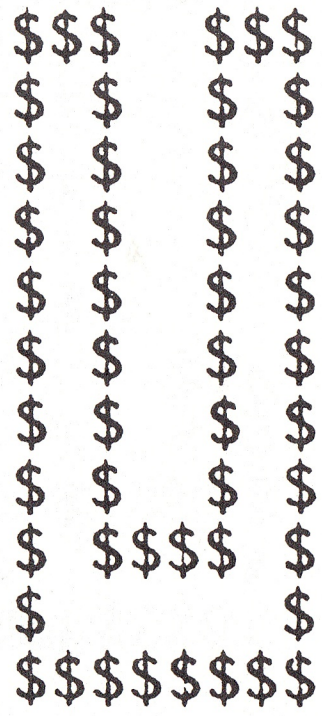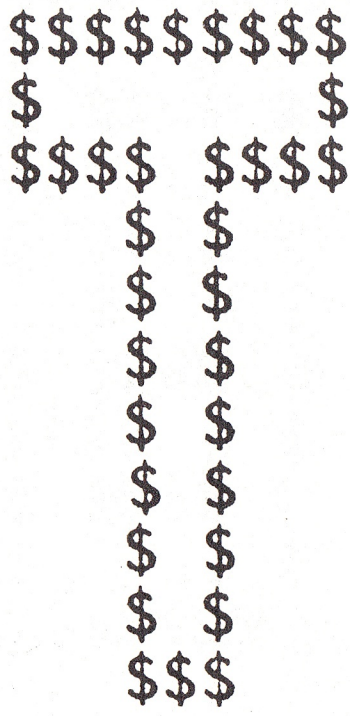

$$$$$$$$$$$$      $$$$$$$$$$$$      $$$$$$$$$$$$
$$        $$$    $$        $$      $$        $$
$$  $$$$$  $$     $$  $$$$$$$$      $$  $$$$$$$$
$$  $$$$$  $$     $$      $$$$$     $$      $$$$$
$$  $$$$$  $$     $$  $$$$$$$$      $$  $$$$$$$$
$$        $$$    $$        $$      $$  $$$$$$$$
$$$$$$$$$$$$$     $$$$$$$$$$$$$     $$$$$$$$$$$$$


$$$$$$$$$$$$      $$$$$$$$$$$$      $$$$$
$$          $$   $$  $$$$$  $$     $$ $$
$$  $$$$$$$$      $$  $$$$$  $$     $$ $$
$$  $$$     $$    $$        $$     $$ $$
$$  $$$$$   $$    $$  $$$$$  $$     $$ $$
$$          $$   $$  $$$$$  $$     $$ $$
$$$$$$$$$$$$$     $$$$$$$$$$$$$     $$$$$


$$$$$$$$$$$$      $$$$$$$$$$$$      $$$$$$$$$$$$
$$$$$$$$  $$      $$  $$$$  $$      $$  $$$$$$$$
$$$$$$$  $$       $$  $$  $$$$      $$  $$$$$$$$
$$$$$$$  $$       $$        $$$$$   $$  $$$$$$$$
$$  $$$$$  $$     $$  $$  $$$$      $$  $$$$$$$$
$$         $$    $$  $$$$  $$      $$        $$
$$$$$$$$$$$$$     $$$$$$$$$$$$$     $$$$$$$$$$$$$
```

a b c d e f

g h i j k l

m n o p q r

s t u v w x

y z

s c h o o l

MONOGRAMS

Uses. A typewritten monogram is
merely an extended use of one or more
typewritten letters. Monograms may be
used to personalize stationery - both
letterheads and envelopes - and as a pat-
tern to follow when cross-stitching such
articles of apparel as blouses, shirts,
sweaters, handkerchiefs, and linens in
general.

Construction. As far as stationery
is concerned, the monogram may be worked
out on the typewriter and then an engrav-
ing made for use on the letterhead and/or
envelope. If desired, no engraving need
be made; the monogram may be printed via
offset.

If monograms are to be used on wear-
ing apparel or linens, the initials must
be worked out on the typewriter first and
then used as a guide in doing the needle-
work. Another method is also available:
After the monogram is worked out on the
typewriter, an exact copy of this is made
by inserting into the typewriter two
sheets of typing paper, with a sheet of
soft carbon between them - and with the
carbon side up. A carbon impression of
the reverse of the monogram will appear
on the back of the top sheet. Place this
sheet on the material you are going to
monogram (both on a hard, smooth surface)
with the carbon impression against the
cloth. Cover the whole monogram with
pencil strokes - both up-and-down and
crosswise. The monogram will then be
transferred to the cloth. With care, you
can use the paper several times.

On the following pages will be found three complete sets of alphabets which are especially designed to be used as monograms. On Pages 36-38 is an alphabet style to be used for the first (left-hand) letter of the monogram; on Pages 38-41 is an alphabet style to be used for the second (middle) letter of the mono-gram; on Pages 42-44 is an alphabet style to be used for the third (right-hand) letter of the monogram. These alphabets are so arranged that, if it is desired, the middle letter of the monogram may be omitted.

Sample monograms, using these alpha-bet styles, will be found on Pages 44 and 45. In the samples shown, two horizontal spaces have been left between the differ-ent letters of the monogram. This may be varied; it is suggested, however, that no more than four horizontal spaces between letters be used, since this will detract from the compactness of the monogram.

Note that an octagon-shaped figure has been used on one of the monograms. Some may prefer such an enclosure. How-ever, the available space should be cal-culated carefully before attempting to do this.

```
    XXX              XXX              XXX              XXX
   X   X            X   X            X                X   X
   X   X            X   X            X                X   X
   X   X            X   X            X                X   X
   XXXXX            XXXX             X                X   X
   X   X            X   X            X                X   X
   X   X            X   X            X                X   X
   X   X            X   X            X                X   X
       X           X   X            X                X   X
       X            XXX              XXX              XXX


    XXX              XXX              XXX                 X
   X                X                X                    X
   X                X                X                X   X
   X                X                X                X   X
   XXX              XXX              X   XX           XXXXX
   X                X                X   X            X   X
   X                X                X   X            X   X
   X                X                X   X            X   X
    X               X                 X   X               X
     XXX             X                 XXX                X


   XXX                   X                 X            X
    X                    X                 X            X
    X                    X              X   X           X
    X                    X              X   X           X
    X                    X               X X           X
    X                X   X               XX           X
    X                X   X               X X          X
    X                 X   X              X   X        X
    X                 X   X              X   X        X
    X                  XX                X   X         X
    X                   X                X   X          X
   XXX                  X                X   X         XXX
```

```
    X                X               XX              XXX
    X                X              X  X            X   X
X   X            X   X             X    X           X   X
XX XX            XX  X             X    X           X   X
X X X            X X XX            X    X           XXXXX
X   X            X   X             X    X           X
X   X            X   X             X    X           X
X   X            X   X             X    X            X
    X                X              X  X              X
    X                X               XX

  XXX              XXX              XXX               XX
 X   X            X   X            X                   X
X    X           X    X           X                   XX
X    X           X    X           X                  X X
X    X           XXXXX             X                  X X
X    X           X   X              X                   X
X    X           X   X               X                  X
X    X           X   X             X   X                 X
X  X X           X   X              X X                  X
 XXXX            X                 XXX                   X
  X              X

    X                X               X                 X
    X                X               X                 X
X   X            X   X           X   X             X   X
X   X            X   X           X   X             X   X
X   X            X   X           X   X              X X
X   X            X   X           X X X               X
X   X            X   X           X X X              X X
X   X            X   X           XX X             X   X
X   X             X  X            X X             X   X
 X X               X X             XX               X
  XXX               X               X               X
```

Monogram Alphabet Style (Left Hand)

```
            X              XX
            X            X   X
    X       X            X   X
    X   X                    X
    XXX                      X
    X                        X
    X                        X
      X                  X
      X                  X   X
        X                X  X
          X              XX
```

Monogram Alphabet Style (Middle)

```
 XXXXX          XXXXXX         XXXXXXX        XXXXXX
X     X        X      X        X              X      X
X     X        X      X        X              X      X
X     X        X      X        X              X       X
X     X        X      X        X              X       X
X     X        X      X        X              X       X
XXXXXXX        XXXXXX          X              X       X
X     X        X      X        X              X       X
X     X        X      X        X              X       X
X     X        X      X        X              X       X
X     X        X      X        X              X      X
X     X        X      X        X              X      X
X     X        XXXXXX          XXXXXXX        XXXXXX
```

38

```
XXXXXXX      XXXXXXX      XXXXXX       X         X
X            X            X     X      X         X
X            X            X     X      X         X
X            X            X     X      X         X
X            X            X     X      X         X
X            X            X     X      X         X
X            X            X     X      X         X
XXXX         XXXX         X    XXX     XXXXXXX
X            X            X      X     X         X
X            X            X      X     X         X
X            X            X      X     X         X
X            X            X      X     X         X
X            X            X      X     X         X
X            X            X      X     X         X
XXXXXXX      X            XXXXXXX      X         X


XXX                  X          X         X      X
  X                  X          X         X      X
  X                  X          X          X     X
  X                  X          X       X        X
  X                  X          X     X          X
  X                  X          X   X            X
  X                  X          XX               X
  X                  X          X X              X
  X                  X          X   X            X
  X                  X          X     X          X
  X          X       X          X       X        X
  X          X       X          X         X      X
  X          X       X          X          X     X
XXX          XXXXXXX X          X           X    XXXXXXX
```

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```
X         X       X         X       XXXXXX        XXXXXX
X         X       X         X       X      X      X      X
XX       XX       XX        X       X      X      X      X
X  X   X  X       X  X      X       X      X      X      X
X    X    X       X    X    X       X      X      X      X
X         X       X      X  X       X      X      X      X
X         X       X        XX       X      X      XXXXXX
X         X       X         X       X      X      X
X         X       X         X       X      X      X
X         X       X         X       X      X      X
X         X       X         X       X      X      X
X         X       X         X       X      X.     X
X         X       X         X       X      X      X
X         X       X         X       XXXXXX        X


XXXXXX        XXXXXX        XXXXXX        XXXXXX
X      X      X      X      X                  X
X      X      X      X      X                  X
X      X      X      X      X                  X
X      X      X      X      X                  X
X      X      X      X      X                  X
X      X      XXXXXX        XXXXXX             X
X      X      X      X            X            X
X      X      X      X            X            X
X      X      X      X            X            X
X      X      X      X            X            X
X      X      X      X            X            X
X   X  X      X      X            X            X
XXXXXX        X      X      XXXXXX             X
    X
```

Monogram Alphabet Style (Middle)

```
X        X        X        X        X        X        X              X
X        X        X        X        X        X        X              X
X        X        X        X        X        X        X              X
X        X        X        X        X        X        X              X
X        X        X        X        X        X         X            X
X        X        X        X        X        X          X        X
X        X        X        X        X        X           X X
X        X        X        X        X        X            X
X        X        X        X        X        X           X X
X        X        X        X     X  X        X          X        X
X        X        X        X     X  X        X         X          X
X        X        X        X     X  X        X        X            X
X        X         X      X      X  X        X        X            X
X        X          X    X       X  X        X        X            X
XXXXXXX       X           X         XX   XX          X            X
```

```
     X        X        XXXXXXX
     X        X              X
     X        X              X
     X        X             X
     X        X             X
      X      X             X
       X    X             X
        X                X
        X               X
        X              X
        X             X
        X            X
        X            X
        X            X
        X            XXXXXXX
```

Monogram Alphabet Style (Right Hand)

```
XXX            XXX            XXX            XXX
X   X          X   X          X   X          X   X
X     X        X     X        X     X        X     X
X     X        X     X        X              X     X
X     X        X     X        X              X     X
XXXXX          XXXX           X              X     X
X     X        X   X          X              X     X
X     X        X   X          X              X     X
X     X        X   X          X     X        X     X
X              X   X          X     X        X     X
X              XXX            XXX            XXX


XXX            XXX            XXX            X
X   X          X   X          X   X          X
X     X        X     X        X     X        X     X
X              X              X              X     X
X              X              X              X     X
XXX            XXX            X   XX         XXXXX
X              X              X     X        X     X
X              X              X     X        X     X
X     X        X              X     X        X     X
X   X            X            X   X          X
XXX              X            XXX            X


XXX              X            X              X
X                 X           X              X
X                  X          X     X        X
X                  X          X   X          X
X                  X          X X            X
X                X   X        XX             X
X                X     X      X   X          X       X
X                X     X      X     X        X       X
X                X   X        X       X      X     X
X                XX           X              X   X
XXX              X            X              XXX
```

```
X                X                XX               XXX
X                X                X   X            X   X
X       X        X       X        X      X         X     X
XX XX            XX   X           X      X         X     X
X X X            X X X            X      X         XXXXX
X     X          X   XX           X      X         X
X     X          X     X          X      X         X
X     X          X     X          X      X         X
X     X          X     X          X   X            X
X                X                  XX             X
X                X


XXX              XXX              XXX              XX
X   X            X   X            X   X              X
X     X          X     X          X     X           XX
X     X          X     X          X                X X
X     X          X     X           X               X X
X     X          XXXXX               X             X
X     X          X   X                 X           X
X     X          X     X                X          X
X     X          X     X                X          X
X   X            X                     X           X
XXXX             X                XXX              X
    X


X                X                X                X
X                X                X                X
X       X        X       X        X       X        X     X
X       X        X       X        X       X        X     X
X       X        X       X        X       X          X X
X       X        X       X        X   X   X            X
X       X        X       X        X   X   X          X X
X       X        X     X          X XX            X     X
X       X        X   X            X   X          X     X
X     X          XX               XX             X
XXX              X                X              X
```

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Monogram Alphabet Style (Right Hand)

```
     X                XX
     X                X X
     X       X        X   X
      X     X             X
       XXX                X
        X                 X
        X                 X
       X              X   X
       X              X   X
      X               X  X
      X               XXX
```

Completed Monograms, Using Styles Shown

```
        XXXXXX
        X          X
    XXX X          X  XXX
     X  X  X       X  X  X
   X    X  X       X  X    X
   X    X  X       X  X
   X    X  X       X  X
   XXXXX  XXXXXX   X              X   X
   X  X  X      X  X              X   X
   X  X  X      X  X        X     X   X    X
   X  X  X      X  X    X   X     X   X    X
      X  X      X  X  X     X X X   X X X
      X  X      X  XXX      X X X   X X X
        X          X       XX X   X  XX
        XXXXXX              X X   X  X
                            XX   XX
                            X     X
```

44

Completed Monograms, Using Styles Shown

```
                        XXXXXX
                        X
            XXX         X              XXX
             X          X              X   X
          X             X              X     X
          X             X              X
          X             X              X
          XXX           XXXX           XXX
          X             X              X
          X             X              X
          X             X              X     X
           X            X              X   X
            XXX         X              XXX
                        X
                        XXXXXX
```

```
                      XXXXXXXXXXXXXXX
                  X                         X
                  X         X         X         X
                  X         X         X          X
                  X   XXX   X         X   X        X
                   X   X    X         X   X       X
                  X   X     X         X   X     X   X
                  X   X     X         X   X     X   X
                  X   X     X         X   X     X   X
                  X   X  XX XXXXXXX   X   X     X   X
                  X   X  X  X         X   X     X   X
                  X   X  X  X         X   X     X   X
                  X   X  X  X         X   X     X   X
                   X  X  X  X         X   X   X   X
                    X   XXX  X         X   XXX   X
                      X       X         X       X
                       X       X         X     X
                        X                 X
                     XXXXXXXXXXXXXXXXX
```

45

CROSS-STITCH DESIGNS

Uses. The name "cross-stitch," when referring to typewriter art, is just a convenient term to use for designs constructed in a manner which makes it easy to identify all of the letters and characters that went into the design. This is in contrast to the type of design where one or more characters are superimposed for the purpose of shading the design, but where it is often difficult (if not impossible) to determine the characters used and the number of each. It is also possible to shade when typing cross-stitch designs, the techniques of which are discussed in the paragraph headed "Construction."

Cross-stitch designs - whether they are shaded or otherwise constructed - may be used for almost any purpose for which one would use pen-and-ink designs or paint-and-brush designs. If constructed neatly and carefully, they are pleasing to the eye and give a most unusual effect.

Construction. Basically, there are three main kinds of cross-stitch designs made on the typewriter: the silhouette type (usually a solid design, made with but one letter or character); the outline type (usually only the essential features of the design show; may be made with one or more letters or characters); the shaded type (usually shading is accomplished by varying the letters or characters, varying the spacing, varying the color of the ribbon, or any combination of these). Samples of all three of these types are shown on the following pages,

but since the shading technique is a bit
more involved, a brief discussion of it
follows.

    To get shading, we must get contrast
by one of the several means mentioned in
the preceding paragraph. Note below how
we get contrast by varying the letters or
characters:

```
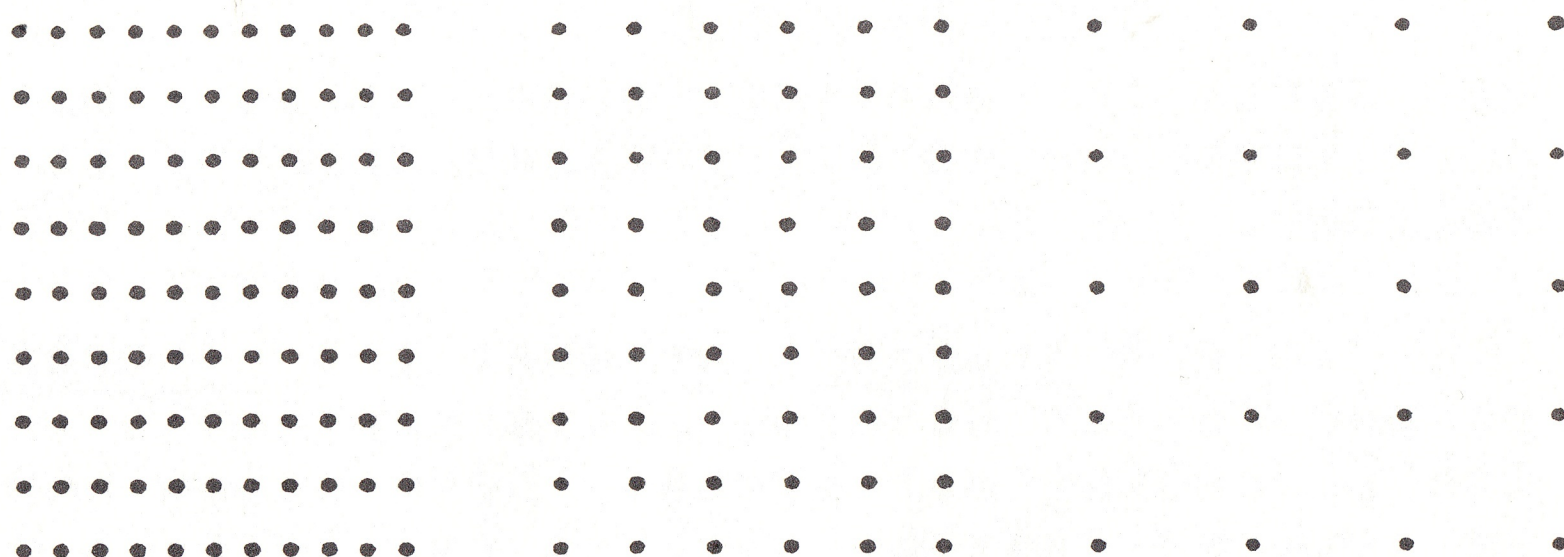$$$$$$$$$$$$$$$$$$$$$$$$
$$$$$$$$$$$$$$$$$$$$$$$$
$$$$$$$$$$$$$$$$$$$$$$$$
::::::::::::::::::::::::
::::::::::::::::::::::::
::::::::::::::::::::::::
WWWWWWWWWWWWWWWWWWWWWWWW
WWWWWWWWWWWWWWWWWWWWWWWW
WWWWWWWWWWWWWWWWWWWWWWWW
OOOOOOOOOOOOOOOOOOOOOOO
OOOOOOOOOOOOOOOOOOOOOOO
OOOOOOOOOOOOOOOOOOOOOOO
IIIIIIIIIIIIIIIIIIIIII
IIIIIIIIIIIIIIIIIIIIIII
IIIIIIIIIIIIIIIIIIIIIII
```

    The typist can apply the above tech-
nique almost indefinitely by experimenta-
tion and ingenuity. Samples of shaded
designs using the above technique will be
found on Pages 53 and 54.

    In the example at the top of the
next page, note how contrast is obtained
by varying the spacing between characters
both horizontally and vertically. This
type of shaded design may be found on
Page 55.

. . . .
. . . .
. . . .
. . . .
. . . .
. . . .
. . . .
. . . .
. . . .

Since this book is printed in black
only, no contrast examples of varying the
color of the ribbon will be shown. How-
ever, it must be noted that this tech-
nique is used by many typists with quite
excellent results. In addition to the
usual red-and-black bichromatic ribbon
available (which, incidentally, shows
good contrast), other bichromatic ribbons
such as green-and-brown, red-and-blue,
and red-and-purple may be had. Ribbons
in other colors are also available.

Until the typewriter artist becomes
proficient at shaded designs, it is sug-
gested that he confine his designing to
the silhouette-type designs which, as
indicated on Page 46, is usually a solid
design, made with but one letter or char-
acter; or the outline-type design, con-
structed in much the same manner. The
following paragraphs will be devoted to
the details involved in constructing such
designs.

Let us assume that the typist would
like to type a design of the Statue of
Liberty. The first thing to do is to get
a fairly good picture or drawing of this.
Then he should place a sheet of carbon

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paper - an unused sheet, preferably -
over a sheet of white typing paper. On
top of the carbon paper he should place
the page or sheet containing the design.
Now he should proceed to type _over_ the
design, using those letters or characters
which will give the best effect (perhaps
the X, $, O, or %). Now he should remove
the carbon paper and the clean sheet of
paper will have on it a carbon copy of
the design. If he wishes to have an
original instead of the carbon copy, it
will be a relatively easy matter to copy
it from the carbon.

It is not usually advisable to pro-
ceed upon the construction of a design
without careful planning. This may take
time, but the result will be worth every
bit of the time and effort expended.

Samples of actual designs which were
typed by this method are shown on Pages
50, 51, and 52.

```
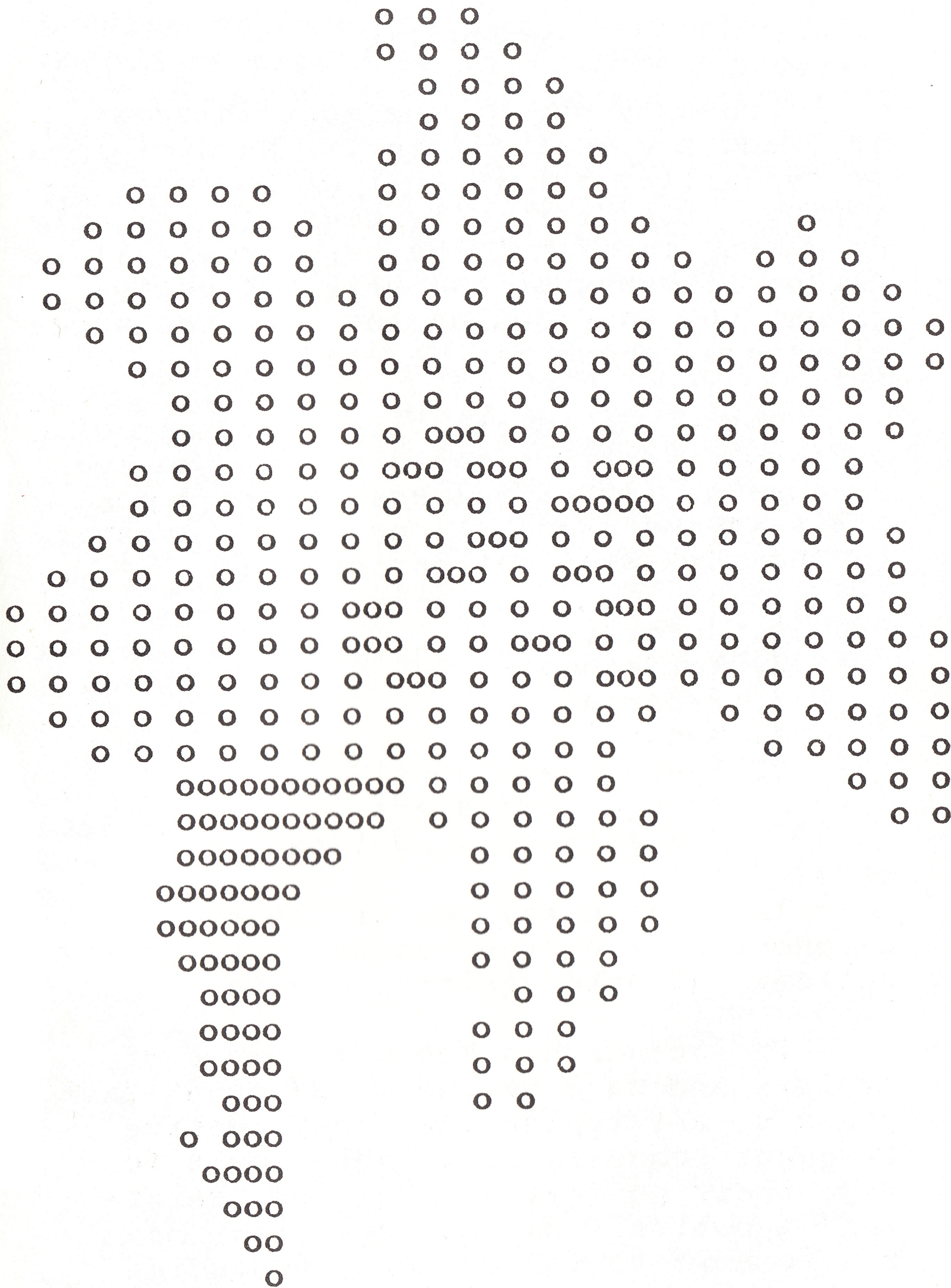             X                                                 X
             X                                                 X
             X                                                 X
             X                    XXXXXXX                      X
            XXX                  XXXXXXXXX                    XXX
             X                   XXXXXXXXX                     X
             X                   XXXXXXXXX                     X
          XXXXX         X                   X        XXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
       XXXXXX    XX     XX        XXX      XX    XX    XXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXX       XXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXX            XXXXXXXXXXXXXX
         XXXXXXXXXX              XXXXXXXXXXXX
         XXXXXXXXX               X XXXXXXXXXX
         XXXXXXXXX               XXXXXXXXXXX
         XXXXXXXXX               XXXXXXXXXXX
         XXXXXXXXX               XXXXXXXXXXX
         XXXXXXXXX      X      X X      X    XXXXXXXXXX
         XXXXXXXXX     XXX   X    X   XXX    XXXXXXXXXX
         XXXXXXXXX     XXX    X X     XXX    XXXXXXXXXX
         XXXXXXXXX      X   X     X    X     XXXXXXXXXX
         XXXXXXXXX      X     XXX      X     XXXXXXXXXX
         XXXXXXXXX      X     XXX      X     XXXXXXXXXX
         XXXXXXXXX     X X  XXXXX   X X      XXXXXXXXXX
         XXXXXXXXX     X X          X X      XXXXXXXXXX
       XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

```
                    H
                    H
                   HHH
                   HHH
                  HHHHH
                  HHHHH
                   HHH
                   HHH
                   HHH
                   HHH
                  HHHHH
                  HHHHH
                  HHHHH
                  HHHHH
                  HHHHH
                 HHHHHHH
                 HHHHHHH
                 HHHHHHH
                 HHHHHHH
                 HHHHHHH
                HHHHHHHHH
                HHHHHHHHH
                 HHHHHHH
                 HHHHHHH
              HHH        HHH
              HHH        HHH
             HHH          HHH
             HHH          HHH
            HHH            HHH
          HHHHHHHHHHHHHHHHHHH
          HHHHHHHHHHHHHHHHHHH
          HHHHHHHHHHHHHHHHHHH
          HHHHHHHHHHHHHHHHHHH
         HHHHHHHHHHHHHHHHHHHHH
         HHHHHHHHHHHHHHHHHHHHH
        HHHHHHHHH HHHHHHHHH
        HHHHHHHH        HHHHHHHH
        HHHHHHHH        HHHHHHHH
        HHHHHHHH        HHHHHHHH
     HHHHHHHHHHHHHHHHHHHHHHHHHHHHHHH
     HHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHHH
```

```
             ???                    ???
           ?:::??    :      :    ??:::?
          ??:::::?    :  :    ?:::::??
          ??:::::?   ?   ?:::::??
            ????  ?  ?  ?  ????
             ?:::  ?  :::?
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PORTRAITS

Probably one of the most interesting, and yet most difficult, subdivisions of typewriter art is that of portrait typing. Its difficulty consists not only in making sure that the typed portrait is a good likeness of the original photograph, but in choosing the best technique of several which may be used.

Uses. Of course, the chief use of typed portraits is for display. However, because of its uniqueness, a typed portrait may be used, in one way or another, in the following categories:

1. Advertising
2. Letterheads
3. Programs
4. Menus
5. School yearbooks
6. School newspapers
7. Miscellaneous publications

If used in any one of the above categories, the typed portrait is an excellent attention-getting device.

The author has known a number of typists who have become so adept at this phase of art typing that they receive frequent requests from individuals to type their portraits. Fee for "painting" a portrait on the typewriter may run from $5 to $50 or more, depending upon the artist's ability and the size of the portrait to be typed.

Construction. Perhaps the easiest style of portrait typing comes under the

heading of "outline pictures." The best method of procedure is to draw the outline of the portrait in very light pencil lines on a sheet of paper. Insert this paper into the machine, and by following the pencil outline (typing over it so as to obscure it), the portrait is typed. The portrait on Page 59 is typed in this manner.

The portraits on Pages 60 and 61 can be easily typed (after a little practice) by determining the light and dark areas of the portrait. Use an "X" or "$" (or other fairly solid full-space letter or character) for the dark areas and leave the light areas blank. Portraits of this type and the type shown on Page 61 should be held at a distance of six or more feet from the eyes for the best effect.

The portrait on Page 62 employs the principles of shading, described on Page 47. In planning this type of portrait, it is suggested that the following steps be followed:

1. With a soft pencil, trace the outline of the face on a very thin sheet of white paper (a sheet of onionskin is perfect) placed over the photograph, which is held against the light.

2. Outline the light and dark areas, indicating by pencil notations just what letter or character should be typed in each area.

3. Place the traced pattern over a carbon and a clean sheet of paper.

4. Insert these into the typewriter and proceed to type, following the pencil notations previously made.

If any character or letter would seem to fall between two different types of shaded areas (as, for example, if an "M" would partly come into an "N" or other area), decide whether most of it would come into one area or another. If most of it would come into the "N" area, then an "N" should be struck; otherwise, the "M" should be struck. This point is often quite important, as when the nose, eyes, ears, and mouth areas are typed; it is relatively unimportant around the hairline.

As just indicated, the most difficult part of a portrait is the nose, followed closely by the eyes, ears, and mouth. Great care should be taken (1) in pencilling these areas in and (2) in typing them.

As was stated in a previous section, all of the designs in this book are typed without the use of the variable line spacer. However, if shaded portraits such as the one shown on Page 62 are to be typed, it is suggested that the variable line spacer be used to make each line of letters and/or characters just touch the preceding one. In this way, the portrait can often be made to look more realistic.

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